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U. S. NAVAL ORDNANCE LABORATORY  
WHITE OAK

SILVER SPRING, MARYLAND

IN REPLY REFER TO:

U. S. NAVAL RESERVE ORDNANCE COMPANY 5-11

17 August 1959

STATINTL

[REDACTED]  
Orientation Officer  
Central Intelligence Agency  
2430 E Street, N. W.  
Washington, D. C.

STATINTL

Document No. \_\_\_\_\_  
Review of this document by CIA has  
determined that  
 CIA has no objection to declass  
 It contains information of CIA  
interest that must remain  
classified at TS S C  
Authority: NM  
 It contains nothing  
Date 10-7-81 Rev [REDACTED]

STATINTL

May I express our appreciation of your acceptance  
of our invitation to speak to the Naval Reserve Ordnance  
Company 5-11 on Thursday, 29 October 1959, on "The  
Orientation and Functions of the CIA".

I would like to give you a little background information  
on our Company and its meetings which may be of  
assistance in the preparation of your presentation.

The Company consists of approximately fifty Naval Reserve Officers, most of whom are ordnance specialists  
with technical education backgrounds. All of the members  
of this Company are cleared for secret material.

Meetings are held in the main auditorium of the  
Naval Ordnance Laboratory and are attended by 35 to 40  
officers. The talks usually begin at 1700 and the  
question period usually ends about 1830. The group  
gathers in the foyer of the auditorium after work for  
coffee prior to the meeting to afford an opportunity  
for the members to meet the speaker informally.

The Naval Ordnance Laboratory is located on  
New Hampshire Avenue extended, approximately four miles  
north of University Boulevard and six miles from the  
District Line. Route 29 intersects New Hampshire  
Avenue just north of the Laboratory. NOL personnel  
start to leave the building at 1630. Although the main  
traffic flow is away from the building, it is advisable  
to arrive shortly before 1630 to avoid congestion.

Parking spaces for visitors are available in front of the Administration Building. You will be met at the door of the Administration Building and escorted to the Auditorium.

Facilities and operators for 16 and 35 mm sound films are available as are a Vu-graph and blackboard. Slide projectors and an operator for standard, 35 mm, and continental slides can be provided. A lectern and microphones are usually placed on the main floor in front of the stage but are available on the stage as well.

I will contact you about 15 October 1959 to answer any questions you may have and to ascertain what auditorium facilities you will require for your presentation. If I can be of any assistance to you, please contact me at the Naval Ordnance Laboratory, HEmlock 4-7100, extension 8464 at your convenience. If you are unable to contact me you may call the Training Officer, Mr. D. C. Lane, on extension 424.

I shall be looking forward to meeting you at our meeting in October.

Sincerely yours,

*D. Biersdorf*  
D. BIERSDORF  
Assistant Training Officer